

ARI Research Note 90-103

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The Army Family Research Program: Second Annual Work Plan

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Research Triangle Institute

for

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THE ARMY FAMILY RESEARCH PROGRAM: SECOND ANNUAL WORK PLAN

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THE ARMY FAMILY RESEARCH PROGRAM: SECOND ANNUAL WORK PLAN

1.0 INTRODUCTION

1.1 Background

Recognizing the importance of families in achieving its overall mission, the Army has taken a lead role among the services in responding to family issues. This commitment was clearly expressed in White Paper 1983: The Army Family (Chief of Staff, U.S. Army, 1983) and has been reinforced subsequently by The Army Family Action Plan I (Office of the Deputy Chief of Staff for Personnel, U.S. Army, 1984). Publication of these documents signaled the Army's recognition of the partnership that exists between the Army and its families and committed the institution to "assuring adequate support to its families in order to promote wellness."

One focus of current Army program activities is a long term project of the U.S. Army Research Institute for the Behavioral and Social Sciences (ARI) designed to perform research on the role of family factors in retention, readiness, and sense of community. Designated as the Army Family Research Program (AFRP), the purpose of the research is to produce improved programs, policies, and practices that yield: (1) increased strength and wellness of Army families; (2) enhanced spouse employment opportunities; (3) improved retention of qualified personnel; (4) increased soldier and unit readiness; and (5) an improved sense among soldiers and their families of identity with and participation in Army community life.

Under terms of contract MDA903-87-C-0540 awarded by ARI, the Research Triangle Institute (RTI), together with Caliber Associates and the Human Resources Research Organization (HumRRO), are pursuing a multi-year research program to achieve these objectives. Project activities began in late November 1986.

During the first year of project activities, the staff conducted a number of developmental activities. These included literature review, secondary

data analyses, exploratory discussions with both Army families and administrators of Army family programs, formulation of research questions and hypotheses that will guide the research effort, development and refinement of a conceptual framework that will be used to address the research hypotheses, and initiation of a limited number of primary data collection efforts.

These activities have been organized into four general research areas: (1) family adaptation (addressing the concepts of community and wellness); (2) family factors and retention; (3) family factors and readiness; and (4) spouse employment. Additional staff effort has been devoted to conceptual and operational integration of project activities and to overall management and support.

Over the total period of performance of this research undertaking, it is anticipated that approximately 100 professional staff years of effort will be utilized. Although specific research activities will vary from year to year, it is anticipated that this total effort will be expended in approximately equal yearly shares.

A general outline of these activities is contained in The Research Plan, a draft of which was submitted to ARI for review and comment in conjunction in early March 1988. The Research Plan was discussed at the second meeting of the project's Scientific Advisory Committee, which was held in March 1988.

1.2 Purpose and Organization of Second Annual Work Plan

One of the requirements of the contract is to submit a series of annual work plans to ARI. These plans are designed to provide an overall framework for research activities that will be conducted during each of the years of contract activity. Building on the materials submitted in the original proposal for research, Year 1 activities, and The Research Plan, this document constitutes the work plan for the second year of project activities, extending from November 28, 1987 to November 27, 1988.

The primary purpose of this Year 2 Work Plan for the Army Family Research Program is to provide a explanation of the products and activities that are planned for the second year of project activities. Additional details and justification for these activities are provided in The Research Plan. Many of the second year activities are designed to extend the assessment of the current state of knowledge of the role of Army families

that was initiated during the first project year. In addition, extensive efforts will be devoted to preparing for the project's major field data collection effort utilizing a worldwide sample of military families, scheduled for implementation in the spring of 1989.

This plan is intended to help ARI and other interested Army and DoD policy and family program managers to understand the scope of the intended research and its anticipated utility to future policy decisions and programming. These materials can also be used to help coordinate these activities with concurrent Army family research efforts being conducted by organizations such as the Walter Reed Army Research Institute for Research (WRAIR) and the RAND Arroyo project.

This plan is organized into five major sections. Following these introductory materials, section 2 provides for each of the four research areas an overview of planned activities and more detailed discussions of their components. These descriptions are accompanied by detailed schedules of activities and listings of anticipated products to be developed during the year. These product listings are organized into two categories: (1) those required by the ARI contract, and (2) additional products that have been proposed by the project team as critical to the accomplishment of overall research objectives.

The next section describes a series of crosscutting activities that will be undertaken to plan for the project's major data collection effort, currently scheduled for initiation in Spring 1989. Materials include a description of activities that will be undertaken to develop data requirements and instrumentation for the effort, select the sample, and plan for field activities. Succeeding sections describe planned activities to conduct a special analysis of the Annual Survey of Army Families and to coordinate and integrate project activities. The concluding section presents the anticipated scheduling and resource requirements for Year 2 activities.

2.0 INDIVIDUAL RESEARCH AREA ACTIVITIES

Substantive project activities are organized into four research areas: family adaptation, family factors and retention, family factors and readiness, and spouse employment. Year 2 products and activities for each of these research areas are described in the following sections.

2.1 Family Adaptation

2.1.1 Products

The products to be developed and submitted in Year 2 for the Family Adaptation research area are summarized in Exhibit 1.

2.1.2 Activities

Research activities in Year 2 will focus on three major efforts:

- Completion of developmental research initiated during Year 1,
- Initiation of the intensive substudy on Installation Leadership Practices, and
- Initiation of the intensive substudy on Family Adaptation to Relocation.

The specific tasks associated with each activity are arrayed in the Year 2 Gantt chart; these tasks are described in the following paragraphs.

Completion of Developmental Research. During the first project year, developmental research activities focused on the development of a conceptual model and appropriate measures of the antecedents and consequences of Army family adaptation. First year activities included literature reviews, expert/user consultation, secondary data analyses, and exploratory site visits. The developmental research will be completed during the second project year with the submission of a number of working papers and a technical report. Associated activities are described below.

Revise and submit initial family strength measures. During Year 1, preliminary measures were developed for the following concept areas:

- Family characteristics,
- Family stressors,

Exhibit 1

Year 2 Schedule of Deliverables - Family Adaptation

Title	Content	Remarks	Initial Draft		Second Draft		Final Draft	
			Due (Delivered)	ARI Comments Returned	Due (Delivered)	ARI Comments Returned	Due (Delivered)	ARI Comments Returned
<u>Family Adaptation Research Area: Constructual Deliverables</u>								
1. Year- 2 IPR (0001AC)	Progress report on status and findings		N/A				7/9/00	N/A
2. TR 1: Family Adaptation Model and Measures (0001AB)	Delineation of a model of family adaptation with definitions and measures of key constructs of family stressors, coping resources, personal and family adaptation, and Army/family fit		9/31/00				11/30/00	
<u>Family Adaptation Research Area: Additional Deliverables</u>								
1. The Service's Attitude Toward Families and Family Problems and Satisfaction with the Military Way of Life Among Civilian Spouses	Findings from analyses conducted on the 1995 DoD data base concerning spouse satisfaction with the Army's attitude toward families and family problems and satisfaction with the military way of life		1/31/00		3/31/00		6/30/00	
2. Family Adaptation: An Empirical Analysis of Family Stressors and Family Resources	Findings from analyses conducted on the 1995 Army Families in Europe data base concerning family expectations, stressors and adjustment in Europe		2/10/00				6/30/00	
3. Investigating Family Adaptation to Army Life: Exploratory Site Visit Findings	Findings from the exploratory site visits conducted in Year 1		3/31/00				6/30/00	
4. Literature Review on Family Adaptation to Relocation	Findings from the literature review on relocation stressors, family adaptation, and protective relocation programs		7/30/00				9/30/00	

Year 2 Schedule of Deliverables - Family Adaptation (Continued)

Family Adaptation Research Area: Additional Deliverables (Continued)

- ### 5. Secondary Analyses on Family Adaptation to Relocation

Exhibit 2

Schedule for Year 2: Family Adaptation

SUBTASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Developmental research												
a. Complete Year 1 reports												
b. Prepare and submit TR 1												
2. Installation leadership practices												
a. Conduct literature review												
b. Develop instrument and data collection plans												
c. Pretest instruments												
3. Family adaptation to relocation												
a. Conduct literature review and secondary analyses												
b. Develop working paper on secondary analysis findings												
c. Identify pro-active programs and collect preliminary information												

Δ Draft
▲ Final

- Informal social support,
- Personal/family resources,
- Personal adaptation,
- Family satisfaction, and
- Army/family fit.

These preliminary measures were field tested at Ft. Campbell at the end of the first year. The measures will be revised based on the field test and submitted for inclusion in the core survey at the beginning of Year 2.

Complete secondary analysis reports. Secondary analyses of the 1985 DoD family survey and 1000 Army families in Europe data bases were initiated in the first project year. These secondary analyses focused on:

- Satisfaction with the environment for Army families (DoD data base),
- Spouse satisfaction with the service's attitude toward families and the military way of life (DoD data base), and
- Family expectations and adaptation in Europe (1000 Army families data base).

Results from each of these analyses will be reported in working papers to be completed at the beginning of Year 2.

Complete exploratory site visit report. Exploratory site visits were conducted during Year 1 at Ft. Jackson, Ft. McClellan and Ft. Ord. Individual and focus groups interviews were conducted with Army leaders, members and spouses, and service providers at each of these installations. The purpose of these interviews was to inform both the development of the family adaptation model and the development of the research plan. The findings from the exploratory site visits will be reported in a working paper to be submitted during the second year.

Develop and implement plan for additional secondary analyses. A plan will be developed for additional secondary analyses to be conducted during the second year as part of the developmental research activity. These secondary analyses will concentrate on the 1985 DoD family survey data base and will be conducted to further inform development of the family

adaptation model. The analyses of the DoD data base identified in the proceeding step will be conducted in accordance with the analysis plan. The results of these additional analyses will be used directly in the development of the Technical Report on Army family adaptation.

Prepare and submit draft Technical Report 1 (TR1). Following completion of the additional secondary analyses, TR 1 will be developed and submitted in draft form. This technical report will present the conceptual model and measures for Army family adaptation. The report will be based on and will present findings from the literature review conducted in the first project year, secondary analyses conducted in the first and second years, and exploratory site visits conducted in the first year. Following the receipt of ARI comments on the draft Technical Report, the Army Family Adaptation Model and Measures report will be revised and submitted in final form.

Installation Leadership Practices. The second major effort that will be conducted in Year 2 is the initiation of an intensive investigation of installation leadership practices. Anticipated activities are as follows.

Conduct literature review on installation leadership practices. The first step in the Installation Leadership Practices project is to conduct a review of the relevant literature. The purpose of this review is twofold: first, to review Army policies and regulations regarding the community leadership role and responsibilities of an installation leader and to review the training provided to installation leaders; and second, to identify and review relevant articles and studies on innovative leadership practices and the relationships between leadership practices and the quality of the installation environment for Army families.

Develop instrumentation and data collection plans. The development of data collection plans will be coordinated with the core study effort since actual data collection for this substudy will occur in conjunction with the core research effort. Special attention will be paid to avoiding duplication and overlaps with the core effort and to minimizing the burden on the installation and respondents.

Interview guides will be developed for the installation leaders, representatives of service providers, and member and spouse focus groups.

These will be primarily open-ended and designed to collect qualitative data on leadership attitudes, practices, and effects on Army families. In addition, a short, close-ended, forced-choice questionnaire will be developed for administration at the beginning of member and spouse focus groups.

Pre-test instruments and plans. Data collection instruments and plans will be pre-tested at 2-3 installations at the end of Year 2. If possible the pre-test should be conducted in conjunction with a pre-test for the core study data collection effort since this would more nearly replicate actual data collection efforts, and can be used to finalize data collection plans.

Family Adaptation to Relocation. The third major effort that will take place in Year 2 is the initiation of an analysis of family adaptation to stresses that are encountered during relocation. Anticipated activities are as follows.

Conduct literature review on relocation adaptation. The first task in the Family Adaptation to Relocation research effort will be to conduct a review of the relevant literature. The purpose of this review will be to obtain a theoretical and empirical foundation for the substudy and to inform the research to be conducted. The literature review will focus on family relocations in the Army but will include relevant material from other military services and from the civilian community. Specific topics to be covered in the review include:

- Army policies related to family relocation;
- Relocation stressors experienced at different stages of the family life cycle;
- Formal and informal support systems used to facilitate adaptation to relocation;
- Relocation effects on family adaptation/well-being; and
- Innovative, pro-active programs designed to assist families in relocation.

The findings from the literature review will be presented in a working paper to be prepared approximately halfway through Year 2.

Develop plan for secondary analyses on relocation. In conjunction with the literature review, a plan will be developed for secondary analyses to be conducted on relocation stresses and coping mechanisms. It is anticipated that the secondary analyses will focus on the data set from the 1987 Annual Survey of Army Families (ASAF), although the 1985 DoD family survey and 1000 Army families in Europe data bases may be used as well. The plan will identify the data bases, sub-samples, specific analyses to be conducted, and the purpose of each proposed analysis.

Conduct secondary analyses on relocation. Secondary analyses will be conducted in accordance with the analytical plan developed in the preceding task. It is anticipated that the secondary analyses will focus on Army family utilization of formal support mechanisms to facilitate relocation adaptation and their satisfaction with these supports. Several types of analysis, including regression analyses and analysis of variance (ANOVA), will be conducted to determine the effects of formal support mechanisms on the relocation experience.

Develop working paper on secondary analysis findings. A working paper on the results from the secondary analyses conducted for relocation will be developed in draft form by the end of Year 2. The working paper will be revised and submitted in final form early in Year 3 of project activities.

Identify pro-active programs. A key component of the Family Adaptation to Relocation research is the identification and assessment of innovative, pro-active programs to support relocation adaptation. Information on pro-active programs will provide the basis for the development of recommendations and model program designs for the Army.

The first step in this effort is the identification of pro-active programs to be reviewed in the project. Some pro-active programs may be identified through the review of the literature. Others will be identified through preliminary interviews with relocation program representatives in the Army, the other military services, other government agencies and private industry. Available information and material on innovative, relocation programs will be obtained and reviewed. A total of 6 to 8 specific programs will then be selected for more intensive review based on

the degree of comprehensiveness, innovation, and potential relevance to the Army.

Develop data collection instruments for pro-active program.

Instruments to collect comparable data from the selected pro-active relocation programs will then be developed. It is anticipated that these instruments will be primarily open-ended interview guides for use with program directors and staff. The instruments will be designed to collect data on program philosophy, operations, staffing, service population, costs, and client feedback.

Schedule and initiate data collection. During the final quarter of Year 2, site visits to the selected pro-active programs will be scheduled and conducted. It is anticipated that the site visits to each program will last two to three days and will involve interviews with key program staff, observation of program operations, and if possible interviews with a small sample of program clients. Program materials will also be collected and reviewed.

2.2 Family Factors and Retention

The second year objectives for the retention research area are to:

- Present current state of knowledge about family effects on retention findings and suggest research directions,
- Continue refinement of conceptual model of retention behavior and the retention decisionmaking process,
- Identify the role of family factors in the retention decision and distinguish individual and family characteristics of personnel who remain in and leave the Army,
- Specify retention issues to be examined in planned studies and analyses,
- Develop valid and reliable retention items and measures for AFRP survey questionnaires, and
- Develop valid and reliable methodologies for the study of family retention decisionmaking.

Year 2 activities will build on the foundation of information that has been obtained during the first project year. Specifically, finalizing the family factors literature reviews will provide a clear statement of the retention issues and research direction needed to fill gaps in the existing

knowledge base of family influence on retention and the retention decisionmaking process. This information is further buttressed by analyses in the early product reports on family composition and retention, family economics and retention and family ACOL. These assessments will be augmented by analyses of issues raised in small group discussions among Army families and family program administrators on selected Army installations.

Taken together, the above information combined with analyses of effects of family and other factors on retention (using the augmented data file from the 1985 DoD Surveys) will provide partial answers to questions about retention factors and an additional basis for development of items and measures for the questionnaires to be used in the Year 3 core research effort. These measures will explore relationships between family and program variables and retention and will be complemented by additional activities aimed at identifying decisionmaking processes.

Year 2 activities and products will provide the basis for realizing the long term objectives of specifying conceptual and analytical models of retention, for determining key decisionmaking factors and processes and identifying the relative importance of Army family programs, policies and practices on retention.

2.2.1 Products

Exhibit 3 summarizes the major retention research area products planned for Year 2 of project work.

2.2.2 Activities

Five major activities will be completed to achieve the second year objectives:

- Finalize Year 1 draft reports;
- Prepare Family Factors and Retention Report, analyzing data from the augmented 1985 DoD Survey file;
- Complete a study of retention issues in the Individual Ready Reserve (the TARP Study);
- Design the intensive decisionmaking substudy; and, depending on the availability of resources.

Exhibit 3

Year 2 Schedule of Deliverables - Family Factors and Retention

Title	Content	Remarks	Initial Draft		Second Draft		Final Draft	
			Due (Delivered)	Comments Returned	Due (Delivered)	Comments Returned	Due (Delivered)	Comments Returned
<u>Retention Research Area: Contractual Deliverables</u>								
1. Year 2 IPR (0002AB)	Progress report on status and findings		N/A				7/9/88	N/A
2. YR 7: Family Factors and Retention Report (0002AC)	Multivariate modeling of the role of family factors in the retention decision using secondary analyses of Army records from the 1985 DoD surveys augmented with actual retention data from Army administrative files. Analyses will provide a partial test of the project conceptual model and will examine effects of family factors, sociodemographic characteristics, military experience factors, military lifestyle factors, and economic factors.		7/31/88				9/30/88	
3. RR 3: Report on IRR TPU Attrition Project (0002AK)	Tabulations and analyses of role of family factors in decision to leave individual Ready Reserve (IRR) Troop Program Units (TPUs)	Report on TARP complementary research project	7/31/88				9/30/88	
<u>Retention Research Area: Additional Deliverables</u>								
1. Research design for intensive decisionmaking core extension research	Document summarizing the findings about family decisionmaking and the methodologies available to capture information on families' retention decisionmaking process. A proposed design for the intensive decisionmaking effort will also be included.		9/30/88				11/30/88	
2. Analysis of Retention Behavior Using the Family ACOL Model	Report describing results of estimating the augmented Family ACOL model using data from the 1985 DoD Surveys, augmented with actual retention data from Army administrative files	Final decision on timing will be made after ARI/RTI establish Year 2 priorities	11/25/88				1/31/89	

The schedule for these activities is shown in the Gantt chart in Exhibit 4; each of the activities is described below.

Finalize Year 1 Draft Reports. During Year 1 three draft reports with specific emphasis on retention were provided to ARI:

- Army Family Composition and Retention,
- Family Factors Affecting Army Retention: A Review of the Literature, and
- Family ACOL: The Household as the Decision Unit in Military Retention.

These reports have either been reviewed or are undergoing review by project staff and ARI staff. Based on review comments these reports will be revised as needed and submitted as final products. The literature review and the Army Family Composition and Retention Report will be revised as appropriate and will become chapters in the Family Factors and Retention Report.

Prepare Family Factors and Retention Report (TR 7). This report will be a major product for Year 2 and will focus on the roles of family factors and of Army family programs, policies, and practices in the retention decision. It will draw on information developed in the literature reviews, analyses of data collected from the Year 1 small group discussions and will incorporate and build on analyses conducted for two early special reports. The report will examine the role of family factors, demographic factors, military experience factors, military lifestyle factors, and economic factors in distinguishing characteristics of individuals who remain in the Army and characteristics of those who leave the Army. Additionally, it will examine the relative importance of various Army family programs, policies, and practices in the retention of soldiers. Analytical results will be based on Army records from the 1985 DoD Surveys augmented with additional data including actual retention data from Army administrative files. Analyses will consist of multivariate modeling of retention intentions and of actual retention behavior. Results will provide selective insights about the role of the family in the retention decision and serve as a building block for additional data to be gathered in the AFRP survey.

Exhibit 4

Schedule for Year 2: Family Factors and Retention

SUBTASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Developmental research												
a. Complete Year 1 reports												
b. Prepare and submit TR 7												
2. Develop research design for career decisionmaking study												
3. Report on IRR TPU Attrites Project												
4. Analyze retention behavior with family MOCL model												

Δ Draft
▲ Final

Estimate Family ACOL Model. During Year 1, a theoretical Family Annualized Cost of Leaving (ACOL) model was developed. However, due to delays in obtaining the augmented data file for the 1985 DoD Surveys, it was not possible to estimate this model using actual retention data. Depending on the availability of funding, during Year 2 this estimation step will be conducted and a report prepared describing the results and implications for the theoretical model.

Complete the TPU Attritee Research Project (TARP). At the request of the ODCSPER during Year 1, the AFRP was asked to conduct a survey of Individual Ready Reserve Members who had attrited from TPUs during the past year. A research plan was prepared and a questionnaire was developed and pretested. During Year 2 data will be collected from an estimated 3000 respondents during a 4-5 month period using a mail survey. These data will be processed, analyzed and a report will be prepared. The TARP will provide important information from participants about the family's role in their decision to leave the TPUs.

Develop Methodology for the Career Decisionmaking Research Effort and Prepare Research Design Document. One of the objectives of the retention research area is to understand the factors and process(es) of the retention decision and how these vary for particular kinds of families at different points in the family life cycle. Most existing retention research has emphasized work on factors that affect the decision, but has included little emphasis on decision processes or on how families make the decision. During Year 2, Retention Research Area staff will examine these retention decisionmaking issues in depth. Information on decisionmaking and family dynamics will be gathered to identify and compare decisionmaking models and approaches and to develop decisionmaking research activities. Key questions to be researched will be identified and the methodology and studies for best answering them will be determined. As part of this effort, staff will coordinate activities with and provide support for the Transition Management Program (TMP).

2.3 Family Factors and Readiness

The overall purpose of this research area is to build the tools that can be used by both researchers and Army policymakers to relate family phenomena and Army family policies/programs to individual, spouse, and unit readiness. Year 2 research objectives are to:

- o Develop and field test measures of individual, spouse, and unit readiness as well as related military environment and family-related program variables, and determine the availability of individual and unit Army records related to readiness and field test procedures to collect this information;
- o Analyze data relating family factors and readiness from first-term enlistees who are part of ARI's Project A AIT sample;
- o Conduct secondary data analyses of existent databases relating family factors to readiness; and
- o Explore the relative importance of various dimensions of individual and unit readiness to develop a multi-dimensional index of readiness.

2.3.1 Products

Exhibit 5 summarizes the products planned for the second project year.

2.3.2 Activities

To meet the objectives outlined above, nine major subtasks will be undertaken during Year 2. The major activities in each subtask are listed in the Year 2 Gantt Chart in Exhibit 6. The work in each subtask is summarized below.

Produce and Submit TR 10. The literature review of family factors and individual and unit readiness conducted during Year 1 of the program will be revised following ARI and CFSC reviews. The reviews will be combined with descriptions of preliminary measures of individual, spouse, and unit readiness, family phenomena, and environmental and family program factors that are likely to affect readiness. The document will be submitted as Technical Report 10.

Produce and Submit Working Paper on Family Program and Project A Joint Research Activities. A plan for integrating ARI Family and Project A data collection and data usage was drafted during Year 1. Once comments have been received from ARI and CFSC, a working paper incorporating revisions will be completed and submitted to ARI.

Develop Readiness Measures. Two series of workshops were initiated in Year 1 to identify the dimensions of both individual and unit readiness. Series I workshops held during Year 1 elicited critical readiness incidents from which individual and unit readiness rating scales were developed. Series II workshops will be held during Year 2 to evaluate

Year 2 Schedule of Deliverables - Family Factors and Readiness

Title	Content	Remarks	Initial Draft			Second Draft			Final Draft		
			Due	Comments	ARI	Due	Comments	ARI	Due	Comments	ARI
			(Delivered)	Returned		(Delivered)	Returned		(Delivered)	Returned	
Readiness Research Area: Contractual Deliverables											
1. Year 2 IPR (0003AC)	Progress report on status and findings		N/A			7/9/00			N/A		
2. TR 10: Definition and Measures of Individual and Unit Readiness and Family Phenomena Affecting It. (0003AB)	Literature review of factors affecting individual and unit readiness. Descriptions of preliminary measures of individual, spouse, unit readiness, and family environmental factors that are likely to affect readiness. Draft versions of the measures will be included.		(3/7/00)			5/7/00					
3. Report on AIT Supplemental Family Survey (0005AR)	Report of survey of 10,000 soldiers at termination of Advanced Individual Training (AIT)		6/30/00			8/31/00					

Readiness Research Area: Additional Deliverables

1. Report of Analysis of UPDS-00 Data	Report of findings from UPDS-00 database including psychometric properties of items for scale developmental for core research effort		8/31/00			11/27/00					
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Exhibit 6

Schedule for Year 2: Family Factors and Readiness

SUBTASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Developmental research												
a. Complete Year 1 reports												
b. Prepare and submit TR 10												
2. Develop and test measures of individual and unit readiness												
3. Analyze and report on data from UFGS-86												
4. Analyze and report on AIT Supplemental Family Survey												
5. Conduct exploratory readiness weighting workshops												

Δ Draft
▲ Final

the scales and assess their psychometric properties. Revisions of the scales will be made as necessary.

Questions designed to assess the military environment will be developed. These questions will measure salient aspects of the Army work environment, Army culture, job satisfaction and broader political and economic aspects of the environment. Also during Year 2, staff will develop family and spouse questions to be included in the AFRP surveys.

Determine Availability of Army Records. The research plan requires the identification of appropriate Army records that reflect individual and unit readiness. During Year 1, a comprehensive list of records was compiled. Series I readiness workshop participants rated these records on relevance to readiness. During Year 2, information will be obtained from knowledgeable Army personnel regarding the availability of these records. Those records judged most relevant and available will be used during the field study to measure individual and unit readiness.

Field Test of Preliminary Measures. The measurement development activities and assessment of Army records will culminate in a set of proposed readiness measures to be used in the field study. Beginning in March, 1988, these measures will be field tested on selected individuals, spouses and units. Staff will contribute to the development of the field test materials, coordination of the field test data collection, and analysis of the resulting data. A working paper emphasizing the measurement of readiness related factors will be prepared.

Analyze USAREUR Personnel Opinion Survey (UPOS) Data. During Year 2, staff will obtain and analyze the database for the USAREUR Personnel Opinion Survey conducted in 1986. The analysis will investigate the psychometric properties of the questions and their potential for scale development. In addition, staff submitted a set of proposed questions specifically related to family factors and readiness for inclusion in the UPOS-87 survey. Following analysis of the UPOS-86, staff will consult with the survey developers during Year 2 and submit a set of questions for inclusion in the UPOS-88 survey. The opportunity to contribute questions and analyze the resulting database over several consecutive years will yield a rich database for secondary analyses.

Analyze Data from AIT Graduate Survey. A survey of AIT graduates was initiated in Year 1 to provide baseline data for surveys to be

conducted in the Army Family Research Program. The survey was administered to a sample of 10,000 soldiers in 21 Military Occupational Specialties (MOSs) who are also a part of an existing Project A longitudinal validation sample. This activity allows the Army Family Research Program to integrate its efforts with Project A work. During Year 2, the data will be analyzed. A working paper will be prepared and submitted in Year 3 that details the results of these initial analyses.

Conduct Exploratory Readiness Weighting Workshops. Unit and individual readiness are best conceived of as a probability that the unit or individual will achieve their wartime mission. There are multiple dimensions (e.g., morale and equipment status) that contribute to the assessment of unit and individual readiness. During Year 2, experienced Army officers and NCOs will be asked to participate in exploratory workshops. The participants will be asked to judge the relative readiness of units and individuals whose values on separate readiness indices have been systematically varied. Bayesian and conjoint paired comparison procedures will be used to compile the judgment data. These readiness weight workshops will be exploratory in nature. The results will be used to devise a series of actual workshops to be conducted in Year 3. The indices developed from such readiness weighting workshops will be essential to later model development and testing.

2.4 Spouse Employment

2.4.1 Products

The products to be developed and submitted in the second year for the Spouse Employment Research Area are summarized in Exhibit 7.

2.4.2 Activities

Work in the second project year will focus on four areas:

- Finalize Year 1 activities,
- Conduct secondary analyses of data on spouse employment success,
- Develop information on spouse employment programs and policies and review design issues for an evaluation of a program/policy intervention.

Exhibit 7

Year 2 Schedule of Deliverables - Spouse Employment

Year 2 Schedule of Deliverables - Spouse Employment								
Title	Content	Remarks	Initial Draft		Second Draft		Final Draft	
			Due (Delivered)	ARI Comments Returned	Due (Delivered)	ARI Comments Returned	Due (Delivered)	ARI Comments Returned
<u>Spouse Employment Research Area: Contractual Deliverables</u>								
1. Year 2 IPR (0004AC)	Progress report on status and findings		N/A		7/9/88		N/A	
<u>Spouse Employment Research Area: Additional Deliverables</u>								
1. Characteristics of Spouse Employment Success	Literature review relating to spouse employment success. Secondary analyses of factors affecting spouse employment success.		9/30/88				11/30/88	
2. Report on Spouse Employment Programs	Describes existing programs and policies, user information needs, and employment/career problems of Army spouses		11/15/88				1/15/89	
3. Spouse Employment Program Evaluation Design Issues	Design issues and decision needs for spouse employment evaluation		11/27/88				1/27/89	

Activities to be undertaken in these four areas in Year 2 are described below. A Gantt Chart showing the schedule of Year 2 activities is shown in Exhibit 8.

Finalize Year 1 Activities. During Year 1, developmental research activities focused on the development and estimation of spouse employment models. First year activities included literature reviews, expert/user consultation, secondary data analyses, exploratory site visits, and the preparation and submission of Technical Report 14, The Employment Status of Army Spouses. RTI has received comments from ARI on the draft of TR 14, and revisions will be made and the final report will be submitted to ARI for final approval early in Year 2.

Conduct Secondary Data Analyses of Spouse Employment Success. The study of characteristics of spouse employment success is planned to determine what factors are related to the "successes" or "failures" of Army spouses in work or careers, including differences by spouses' career aspirations, needs, or identities. This requires conceptualization of work and career "success" or "failure," and analyses of factors related to these. These activities will build on the work carried out on spouse employment status and, in turn, will later be integrated into the work on the relationship between employment success and such outcomes as retention, readiness, and family strength and wellness.

Conduct Literature Review. The first task in the spouse underemployment and employment/career success study will be to conduct a brief review of the relevant literature to obtain a theoretical and empirical foundation for the study and to inform the research to be conducted. The literature review will focus on previous research aimed at the definition and measurement of various forms of underemployment and career success.

Review Extant Data Sets for Secondary Analyses. Several data sets will be examined for potential use in the secondary analyses of spouse underemployment and employment/career success. These include (1) the 1985 DoD Active Duty Spouse Survey; (2) the March 1987 Current Population Survey; and (3) the Annual Survey of Army Families (ASAF) 1987 survey of spouses of Active Duty Soldiers (if ASAF is determined to be appropriate for these analyses, permission to use the data will be requested from CFSC). This activity will result in an evaluation of the appropriateness

Exhibit 8

Schedule for Year 2: Spouse Employment

SUBTASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Complete Year 1 Reports												
2. Analyze and report on issues affecting spouse employment success												
3. Develop information on spouse employment programs and policies												
a. Assemble secondary data												
b. Conduct installation surveys												
c. Prepare report												
4. Review spouse employment program evaluation design issues												

Δ Draft
▲ Final

of each data base for use in the analyses, definitions of alternative measures of underemployment and employment/career success, and assistance in the development of instrumentation for the core survey instrument for the measurement of these outcomes.

Develop Analysis Plan. In conjunction with the literature review and review of existing data sets, a plan will be developed for secondary analyses to be conducted on spouse underemployment and employment/career success. The analysis plan will extend the literature on underemployment and employment success by defining alternative measures of underemployment and employment success and conceptualizing a model to examine the determinants of these outcomes using multivariate regression techniques. The determinants to be examined include: demographic and other individual characteristics; family variables, including composition and life course; the member's duty requirements and career history; conditions created by the Army; and conditions in the civilian economy at the location. The analysis plan will identify the data bases, sub-samples, specific analyses to be conducted, empirical estimation techniques, variables to be included in the analyses, and the purpose of each proposed analysis.

Conduct Secondary Analyses. Secondary analyses will be conducted in accordance with the analytical plan developed in the preceding task. It is anticipated that several alternate definitions of underemployment and career success will be investigated using multivariate regression techniques such as ordinary least squares, logit, probit, and multinomial logit.

Develop Working Paper on Secondary Analysis Findings. The major product of these analyses will be a working paper that will detail the factors that differentiate between spouses who are "successful" at attaining employment and career goals and others who are less successful. These results will be important for the understanding they give of the employment and career development of Army spouses. In addition, the better understanding of the individual and other factors that contribute to success will be helpful in identifying potentially valuable spouse employment programs for field testing. An initial draft of this working paper, including findings from the literature review, will be submitted to ARI in the latter part of Year 2.

Review Spouse Employment Programs for Subsequent Evaluation

Design. This activity includes two sub-tasks aimed at improving Army policies and programs to increase spouse employment opportunities and better prepare spouses to obtain employment. These are: (1) specify changes or interventions, based on a review of Army and other policies/programs; and (2) once the Army has selected an intervention for implementation, design and implement an evaluation of the intervention.

The program review and review of design issues will be undertaken in Year 2. The final evaluation design will be developed and implemented in Years 3 and 4, after the selection of an intervention for trial implementation. Selection of spouse policies or programs and subsequent evaluation design will be contingent upon the conduct of the program review and design as described below.

Identify Issues. The program review task will begin with a review of relevant documentary material on employment program issues. Additionally, interviews will be conducted with program experts and policy makers in the Army, DoD, other services, the Foreign Service and the civilian sector. The review and interviews will provide detailed information on efficient/effective employment assistance programs, key policy concerns, changing workforce needs and requirements, and stakeholder information needs. Additionally, possible roles for alternative (i.e., not Army sponsored) programs for meeting spouse employment needs will be explored. Both face-to-face and telephone interviews will be used in collecting this information.

Analyze Installation Level Data. This activity will focus on available installation level spouse employment data. Staff will consult with CFSC and other appropriate sources to ensure comprehensive review of appropriate data bases (e.g., the annual ACS reports). These data will provide information on the existence and the scale of Army spouse employment assistance programs.

Conduct Installation Survey. More detailed installation-level program information will be obtained by surveying up to 30 installations in CONUS to determine the existence, scope, and services of available spouse employment assistance programs. Information on costs and other practicalities for implementation/evaluation will also be obtained. This activity is particularly important to provide current program

descriptions in view of recent budget cuts. Our survey will target Family Member Employment Assistance Programs (or the Army Community Services Director for installations where no FMEAP exists). Instruments will be developed and mailed to each installation with mail and telephone follow-ups. Results will be analyzed to provide current, comprehensive information on spouse employment programs for CFSC and other interested stakeholders. Additionally, this information will be used to describe the range of programs and sites for selection of installations for more intensive study.

Conduct In-depth Study of Selected Installations and Needs Assessment. In this activity, staff will select five to ten installations reflecting the range of program variability identified through our Installation Survey (described above). A purposive sample of spouses will then be surveyed at each site. Sampling will be done to ensure adequate representation for groups such as:

- Federal employees (Civil Service, NAF, Contract),
- Spouses employed in the civilian sector, and
- Both unemployed and employed spouses representing varied educational levels and job skills (with special consideration given for targeting spouses of junior enlisted personnel).

Survey instruments will include questions to measure employment and training needs, effective employment assistance techniques, career development concerns, the role of federal employment, the use of and possible benefits derived from Federal programs and initiatives, and other important spouse employment issues. Additionally, we will use this opportunity to collect selected information on the relationship of spouse employment to readiness and retention, couple communication, family adaptation, and other factors in the study model. In an effort to reduce costs, we will solicit assistance from ACS staff or others at the installations in administering the surveys; however, project staff will provide training and ongoing technical assistance to ensure appropriate survey administration.

Results from the installation-level program review and needs assessment will be combined and presented in the form of a working paper that will

provide current, comprehensive information on spouse employment programs for CFSC and other interested stakeholders. The products of this task are three-fold. First, staff will combine the results derived from the needs assessment with those from the program reviews to help determine employment/career barriers commonly faced by Army spouses and the effectiveness of programs or policies targeted toward these barriers. This information will be used in selecting model policies or programs to be recommended for implementation in Year 3. Second, the information gained from the needs assessment will be of immediate value to CFSC and others for program planning and development. And, third, this approach provides a relatively inexpensive mechanism for a more in-depth and timely examination of the relationships between spouse employment and a number of variables outlined in our model (e.g., readiness and retention) than will be possible from the core survey.

Review Evaluation Design Issues. Evaluation design issues will also be reviewed in Year 2. Several types of design issues will be considered and documented in a working paper. These include:

- The type of intervention and evaluation (e.g., a DoD- or DA-wide change in regulations or practices versus a specific program);
- Variation in labor market and other locational factors (e.g., civilian labor market conditions, the number and characteristics of on-post employment opportunities, and CONUS versus OCONUS location);
- Populations and needs to be targeted (e.g., spouses with limited job skills and experience, career-oriented spouses);
- Types of variables to be assessed (outcome and process variables; short- and long-term effects; effects on employment and on military outcomes);
- Data sources and data collection modes (interviews and questionnaires administered to participants, program staff, employers and other program records; on-site observations); and
- Technical design issues (number of sites; required sample sizes; use of random assignments of sites or individual participants to treatment and control conditions; data collection and analysis design).

The final evaluation design will be prepared after the selection of the intervention for implementation.

3.0 DATA COLLECTION PLANNING AND IMPLEMENTATION

The AFRP is comprised of three types of broadly classified research activities: the core research effort, core extension research and complementary research. The core research effort is a multimethod data collection activity that provides the quantitative base for statistical modeling of the linkages between family factors, readiness and retention. The core extension research is composed of more qualitative, frequently longitudinal investigations of targeted subsamples of soldiers, spouses and units selected from the core sample because of their particular interest to the Army. The complementary studies investigate populations outside of the core sample to address particular AFRP issues on an accelerated basis. Together these three types of research activities provide the quantitative data for precise statistical modeling of linkages, the qualitative data for richness of understanding, and the alternative samples for amplification of generalizability of research on family factors in retention and readiness.

During Year 2, planning for the core research effort will be guided by a core research coordination group. This group includes representation from all of the substantive research area teams in the AFRP as well as from experts in survey operations and the ARI Assistant Contracting Officer's Representative. Year 2 efforts will concentrate on the provision of an integrative technical base for the design and planning of all the required primary data collection activities of the core field study. Specifically, Year 2 effort for the core includes the following four sets of activities: defining data needs, developing instrumentation, selecting the sample for the study, and designing data collection field procedures.

In addition, selected data collection activities for a complementary research activity, the AFRP/Project A study, will be conducted in Year 2. Each of these activities is discussed below. A schedule of these activities is presented in Exhibit 9.

3.1 Data Requirements and Instrumentation

The coordination group will translate constructs from the AFRP theoretical model into data requirements for the core study. The variables and scales that best represent the constructs from the model will become items on subsequent instrumentation.

Exhibit 9

Schedule for Year 2: Data Collection Planning and Implementation

TASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Data requirements and instrumentation												
a. Operationalize theoretical model constructs												
b. Select variables												
c. Develop instrumentation												
2. Sample design												
a. Develop sampling plan												
b. Select first and second stage units												
3. Data collection												
a. Project A/AFRP LV Survey												
b. AFRP Survey Pretests and Field tests												

The core coordination group will insure that all required data for the quantitative analyses and the core extension research are collected in the field study at the appropriate level for later analysis. There are three levels at which soldiers are affected by both internal and external needs and conditions: the soldier and his/her family, the soldier's unit and the soldier's installation/community. The field study will include data collection activities targeted to each level.

3.1.1 Data Requirements

To answer research questions relating individual and family characteristics, attitudes and experiences to Army outcomes, the AFRP needs to obtain data on members and families. Some specific variables to be measured are: job attitudes, family relationships, Army attitudes and experiences, perceptions of organizational values, experiences with support services and programs, personal and employment history, characteristics and well-being, perceptions of military-civilian comparisons, retention and readiness.

At the unit level, questions examine the impact of the unit on soldiers and their families, and the impact of soldiers' families on work in the unit. First, unit level variables are needed to measure the context in which individuals work. Some unit level characteristics (i.e., mission, leadership, relocation and separation requirements) impact individual service members and spouses' attitudes and behaviors regarding family wellness, retention and readiness.

Second, unit level data are needed to measure unit readiness. Readiness is a key outcome measure for all individuals in the Army Family Research Program and for all MTOE units in the sample. Some of the factors of readiness proposed for measurement include: structural characteristics and strength; performance standards and results; leadership care and concern; cohesion, communication and teamwork; and deployability.

Just as units directly and indirectly impact soldier and spouse behavior and attitudes, so do the installations and communities in which soldiers and their families live and work. Community/installation characteristics to be examined for their potential impact include location, population, surrounding labor market and economic conditions, support and recreational programs, housing and medical facilities and leadership attitudes.

3.1.2 Instrumentation

The core research coordination group will develop a number of data collection instruments during Year 2: questionnaires, interview protocols, archival record recording forms, community/installation program and data recording inventories. Exhibit 10 provides a summary of the instruments that are currently being planned by the core research coordination group in Year 2.

Member/Family Instrumentation. The Member Survey and the Spouse Survey will provide the primary data to answer research questions relating individual and family characteristics, attitudes and experiences to Army outcomes. The key Army outcomes, retention and readiness, will be measured through multiple means. Scales measuring self-reported readiness form an important part of the service member questionnaire. But readiness factors will also be measured through the Individual Readiness Ratings interviews with soldiers' supervisors on site. Off-site, readiness information will be obtained through a Soldier Record Review, an archival review of Army service records from DMDC for information on factors related to readiness and retention. The retention and readiness information obtained from DMDC will then be related to the information obtained in the member and spouse surveys.

Unit Level Instrumentation. A Unit Records Review Form will be developed to ensure uniformity in the selection of structural and performance information from such records as command inspections results, unit qualifications, strength, and ARTEP scores. The primary instrumentation on unit readiness is a Unit Readiness Rating Scale, currently being developed. This scale, to be completed by officers and NCOs at both the company and battalion levels, will measure some 10-12 factors related to readiness, such as adherence to standards, supplies and materials, leadership care and concern for soldiers and families, cohesion and teamwork, unit communication, mission performance, personal capabilities, deployability, fitness and training.

Installation/Community Level Instrumentation. Several instruments will be developed to gather data on installations and the communities in which they are located -- a Community Characteristics Inventory to record geographic, demographic and economic data on installations and their

Exhibit 10

Core Research Effort Instrumentation, Level and Source of Data and Data Needs

<u>Member/Family Level Data</u>		
<u>INSTRUMENT</u>	<u>DATA SOURCE</u>	<u>DATA NEEDS</u>
Member Survey	4,000 single soldiers	Perceptual and experiential aspects of individual and family life: includes variables on job attitudes, family relationships, Army attitudes and experiences, organizational values, experience with support services, personal characteristics, military/civilian comparisons, retention intentions, readiness self-report
and	16,000 married soldiers	
Spouse Survey	Spouses of sampled soldiers	Cooperative/teamwork, effort and initiative, general soldiering skills, deployability, discipline, technical knowledge, performance under pressure
Individual Readiness Ratings	For all members	Care and concern for subordinates and their families, knowledge of battle-field tactics, maintenance of training status, ensuring deployability
Soldier Record Review	For members with supervisory experience	Readiness data such as AFQT score, SQT score, fitness score, promotion points, etc; Retention information such as MOS, rank, ETS, reenlistment/extension, eligibility for reenlistment/extension, separation characteristics
	DMDC	

Exhibit 10 (Continued)

Core Research Effort Instrumentation, Level and Source of Data and Data Needs (Continued)

<u>Member/Family Level Data</u>		
<u>INSTRUMENT</u>	<u>DATA SOURCE</u>	<u>DATA NEEDS</u>
Unit Records Review Form	Battalion records	Unit size, location, mission, personnel structure, annual command readiness inspection, annual command maintenance inspection, crew qualifications, Army Readiness Training and Evaluation Program, Present for Duty Strength, equipment availability rates, monthly unit status report, National Training Center/REFORGER/deployment exercises
Unit Readiness Ratings	Company and selected battalion personnel responsible for selected MTOE units	Adherence to standards; ammunition, supplies and materials; care and concern for families; care and concern for soldiers; cohesion and teamwork; unit communication; leadership; mission performance; personnel capabilities; personnel deployability; physical fitness program; training program; unit weapons; and vehicles/transportation.
Community Characteristics Inventory	Public records (i.e., Census BLS) and ODPCA	Installation type; size; isolation; community employment; housing; medical; recreational facilities
Community/Installation Program Inventory	Senior program managers	On and Off Post programs; availability/barriers to use - cost, transportation, confidentiality
Program Quality Survey	ACS providers	Referral patterns; reputational quality; working relationships
Program Quality Observation Form	Data Collectors	Age; attractiveness of facilities; staff attitudes

surrounding communities, a Community/Installation Program Inventory, a Program Quality Survey, and a Program Quality Observation Form.

The core research effort coordination group will coordinate the overall planning for the pretests of the AFRP core research. The group will coordinate data collection and analysis from pretests and revise both the instrumentation and the field procedures to maximize reliability and validity as well as the overall efficiency of the research.

3.2 Sampling

As described in The Research Plan, a three stage probability sample will be designed and implemented for collection of data in the field study. During Year 2, staff will select the first stage sample of 40 installations and the second stage sample of an average of 12 units per installation. Selection of the members in each of the sampled units will be conducted in Year 3 in conjunction with visits to sampled installations to make final arrangements for field procedures.

Basic information for sample selection will be obtained from the Force Accounting System (FAS) file, which provides a comprehensive listing of the locations and command structure of all unclassified active Army installations and units. To meet schedules for submission of FY 89 research support requests, project staff have determined that it will be appropriate to have the sampled installations identified at the time the research support request is submitted in May 1988. Therefore, the December 1987 FAS file will be used to construct the sampling frame.

Once the FAS file is obtained, project staff will ask PERSINSCOM officials to provide troop strength information for each of the installations and units on the file. To facilitate later sample design and stratification activities, staff have asked PERSINSCOM to provide troop strength information for each unit classified by rank, sex, and marital status. Staff will review this information to develop final sampling plans and stratification by type of unit, and by type of individual within unit. At the present time it is anticipated that oversampling of particular demographic groups (e.g. married soldiers, female officers) will be necessary to provide sufficient numbers of completed interviews for these population subgroups for subsequent analyses.

3.3 Data Collection

During Year 2, the AFRP will be involved in planning and implementing a number of primary data collection activities. Two efforts will be implemented in cooperation with ongoing Project A efforts. These include editing and analyzing data from the AIT Survey that was conducted in Year 1 and collecting data from members of the AFRP AIT sample who are included in the Project A Longitudinal Validation study. Major efforts will also be devoted to developing data requirements, instrumentation, and field operation procedures for the AFRP field study to be initiated in March 1989. A summary of planned Year 2 data collection activities is as follows.

3.3.1 Project A/AFRP

AIT Survey. During Year 1, the AFRP administered a survey to approximately 10,000 soldiers at the completion of their AIT. Editing specifications for these data have been developed and reviewed by research area team leaders. The program for completing these edit specifications on the scanned data has been developed and tested. Specific activities remaining for completion are as follows:

- Review the test edit output and revise the program to needs specified by project staff,
- Convert the scanned data tape to a format usable for editing and analysis purposes and review the contents to ensure no specific data problems with the final file delivery,
- Implement the edit program to produce an analysis file of the AIT supplemental data, and
- Prepare appropriate documentation for other project staff who will use these data.

Project A LV Survey. The project A Longitudinal Validation Supplemental Survey, known as the LV Survey, will be a one-hour family questionnaire given to 25 percent of the 12,000 enlisted soldiers who will be tested in HumRRO's work on Project A Longitudinal Validation. Participating soldiers will be given the questionnaire at the end of the LV test administration, asked to complete a self-addressed mailing label and further asked to complete the questionnaire on their own time and return by mail. The mailing label will be used to administer up to two follow-up

mailings, containing a cover letter and a copy of the questionnaire, to the sample members to achieve a desired 75 percent response rate. Further assumptions are that 20 percent of the longitudinal validations will be given in Europe and 80 percent will be CONUS. To achieve maximum efficiencies in coordinating these activities with those of Project A, HumRRO staff will be responsible for data collection. RTI will provide the AIT supplement respondents' social security numbers to HumRRO for matching to the file of LV-expected participants.

The current schedule for Project A Longitudinal Validation field work calls for data collection to be completed in November-December 1988. Allowing time for followup mailing, AFRP data collection from the Project A LV sample will conclude in January-February 1989. Data reduction activities for this data base will be initiated upon completion of data collection and will be described in the Year 3 annual work plan.

A minimum monitoring system will be developed to maintain records on the status of all questionnaires that are expected to be returned by mail and to prompt for follow-up mailings. This monitoring system will be initiated from the mailing labels completed by the members at the time of the Longitudinal Validation test. The mailing label information will be keyed into a monitoring system and all subsequent events will be used to update that system. For example, if the questionnaire has not been received within a two week time period, a follow-up letter and questionnaire will be sent to that member. A second follow-up will be sent to the members who fail to respond within a period of two weeks after the first follow-up. The monitoring system will provide sufficient information to monitor the mail-out and receipt of questionnaires without sending an exceptionally large number of letters to persons whose completed questionnaire will cross in the mail with the follow-up letter.

3.3.2 AFRP Field Study

A field study of the degree of complexity anticipated for this effort can only be implemented after a thorough and extensive planning effort. This section summarizes our current plans for these preparatory activities. Following this, a summary of our current thinking with respect to plans for actual data collection and abstraction is presented.

Pretests and Field Tests. Two types of preparatory activities will be conducted: pretesting and field testing. Pretests will be used to

clarify constructs, scales and items for the development of questionnaire instruments. Field tests will be used to test instruments and to inform the procedures for the complete complement of records data collection. Pretests will be conducted at Fort Polk and Fort Bragg in February and March of Year 2. Field testing will occur at Fort Stewart, Fort Benning and four USAREUR sites in April and May. A final field test of all instruments and data collection procedures to occur in October or November 1988.

Pretest instruments will be in a mock-opscan format. Groups of enlisted personnel, officers and spouses will be administered appropriate instruments in group settings. Each pretesting session will last two to four hours and will be attended by 12-15 participants.

Participants will first complete a set of questionnaires. After the completion of this exercise, group discussions will be conducted to evaluate the instruments with regard to comprehensiveness, appropriateness, ease of use, reliability and validity of the items and scales used in the instruments. These sessions will be conducted by project analysts who are familiar with both substantive issues and the instrument design.

Based on the findings of the pre-tests, project staff will revise instruments, develop data requests for records and forms for obtaining missing records data, and prepare field procedures. Field testing will then be conducted. One field test exception to the data collection plan may be the group administration, rather than the mail-out, of spouse questionnaires. We believe that this modification of procedure is required for the timeliness of the pretest and that the loss of mail-out/return experience will not be particularly critical.

The completed questionnaires will be processed to permit analysts to determine appropriate revisions to wording, skip pattern routings, instructions and survey protocol. Other content specific additions or deletions may be determined in this process.

Activities during the April - May field tests will also focus on procedures for obtaining rating information from sample members' supervisors, methods of obtaining spouse data and linking these data with that of the member, and identifying optimal methods for acquiring required records data that are either missing from electronic data files or are known to be incorrect on the data files. Particular attention will be

devoted to adapting basic procedures for efficient administration in a variety of MACOM operational environments.

The final field test to be conducted in October or November will be a full dress rehearsal of all data collection procedures. Prior to conducting data collection on an installation, all available records data for the installation, unit and individual sample member; the state in which the installation is located; and the most geographically proximate community will be acquired from available centralized electronic data file sources, thereby determining gaps in such data. Missing records data will be obtained from knowledgeable sources by the data collection team during their briefing visit and/or during the data collection period at an installation.

Appropriate research support requests for FY 89 will be submitted in May 1988 to identify sampled installations/units and the time required of the sampled troops and other staff to obtain the required data.

Other Activities.

Records Data. Procedures to request records information from central administrative files will also be developed during Year 2. These procedures will be reviewed with appropriate TAPA and DMDC officials to identify and select the most effective and efficient processes for obtaining the requisite administrative information that will be merged with data from the survey files.

Spouse Data. Procedures will be developed to obtain a list of sampled Army member's spouse, acquire locator information for the spouses for contacting purposes, and identifying methods of linking the spouse data to that of the respective Army member. One procedure that can be used is to ask soldiers to fill out a mailing label or address listing form, including soldier SSN or other identification. This address information can then be used to send the questionnaire to the spouse. This and other procedures will be reviewed, and a preferred procedure will be developed on the basis of field test and review of the experience of prior military spouse surveys.

Because eligible spouses cannot be asked to attend survey administration sessions, we anticipate that it will be necessary to use a self-administered, mail-out/mail-back type of instrument to obtain information.

Forms and Manuals Development. Other activities occurring during Year 2 will include the development of forms and manuals that support and ensure the control over the data collection effort. Examples of forms to be developed during Year 2 include:

- Missing records data follow-up,
- Materials inventory check-list (for survey teams),
- Chain of custody transmittal forms,
- Spouse address recording forms,
- Spouse cover letter(s),
- Spouse follow-up cover letter(s),
- Memoranda of appreciation,
- Records request forms,
- Spouse questionnaire,
- Member questionnaire,
- Sample control forms,
- Installation briefing packet,
- Training outline for survey teams, and
- Data collection procedures checklist

Examples of manuals to be developed during Year 2 include:

- POC instruction manual,
- Survey team data collection manual, and
- Survey team leader manual.

4.0 ANALYSES OF THE 1987 SURVEY OF ARMY SPOUSES

AFRP staff will analyze data from the 1987 Survey of Army Spouses, under a Letter of Agreement between Community and Family Support Center (CFSC) and ARI. The analysis will provide CFSC with: (1) data needed for the General Officers Steering Committee meeting scheduled for April 1988; (2) information on Army Family Action Plan (AFAP) issues, for use in AFAP evaluation and planning; and (3) information on Army spouses and families, including characteristics, service/program use and satisfaction, and support for the soldier's military career. It will also contribute to model development and survey measurement for the AFRP project.

Data were collected by National Computer Systems (NCS) for the Community and Family Support Center and Soldier Support Center (SSC). Data were collected by a mail survey sent to a sample of 20,000 spouses of active duty Army personnel in June 1987. A total of approximately 12,000 completed instruments was returned, and preliminary file construction, editing, and tabulations have been done by SSC. The data for the analyses will be provided to AFRP by the Soldier Support Center (SSC).

4.1 Products

The products of this activity will be a report (working paper), supplementary tabulations, and briefing materials. These will be primarily designed to address the information needs of commanders and service providers, who increasingly need quantitative data on service needs and programs. Secondary audiences are program personnel at the DA headquarters level, policymakers with responsibility for family policy and programs and for resource allocation, and researchers concerned with Army family issues.

4.2 Activities

The data analysis will focus on a series of issues addressed in the survey. These include: the situation of Army spouses and families in 1987; Army family programs and services; AFAP issues and responses; and the relationship between the spouse and the larger Army community, especially spouse perceptions of leadership support for families and spouse support for and commitment to the soldier's military career.

The analysis will use both quantitative data, from responses to the survey items, and qualitative data, from comment sheets completed by survey

respondents. Analyses of the quantitative data will use frequencies, cross-tabulations and, where appropriate, measures of central tendency (means, medians); for the study population or for analysis subpopulations defined by such factors as location, family life course stage, or soldier career stage.

Content analysis of the qualitative data will be used to identify important themes and issues relating to these and other Army family issues. The qualitative analysis results will supplement the quantitative analyses by providing indepth understanding of relationships identified through quantitative analysis and identifying additional themes or issues that were not addressed in the survey questions. The qualitative data will also provide quotations and examples that illustrate and expand upon the results of the quantitative analyses.

In addition to analyses of the 1987 survey, analyses of data from the 1985 DoD Surveys of Officer and Enlisted Personnel and Military Spouses will be used for comparison and analysis of trends. Findings of other surveys of Army personnel and spouses will also be cited where appropriate, for comparison, trend analysis, and explication of specific Army family issues. All analyses and reporting activities will be completed by July 1988.

5.0 PROJECT INTEGRATION

The Project Integration Task has two major objectives over the course of the five year research:

- To guide Army family research by providing a consistent, conceptual and strategic framework for the entire project, and
- To consolidate and disseminate knowledge gained about key family factors, including wellness and spouse employment in retention and readiness.

These objectives are met through a variety of methods, including:

- Development of integrated conceptual and analytic models to guide both the conduct of research and the formulation of policy and program recommendations,
- Development of annual research plans to guide yearly activities,
- Development and refinement of research methods and standardization of common measures across tasks, and
- Development of plans for dissemination of project information to multiple audiences.

During Year 1 integration staff developed the initial research strategies for the five-year research program, assisted in creating the project's advisory group, began to develop a format for project reporting, and began disseminating knowledge to both the research community and to the Army program areas of interest.

During Year 2, integration staff will continue planning, integrating and disseminating research. Specific activities include the following:

- Consolidate research gains made during Year 1,
- Work with the Core Research Coordination group to plan the core field effort,
- Move forward in defining an analytic model of testable, researchable hypotheses, and

- Continue to disseminate knowledge gained to both program and research audiences.

5.1 Products

Exhibit 11 summarizes the major integration products planned for Year 2.

5.2 Activities

As described below, seven activities will be completed during Year 2:

- Revise the long range research plan,
- Prepare and disseminate AFRP findings,
- Develop and maintain project library,
- Support the project's Scientific Advisory Committee,
- Prepare research integration report,
- Conduct integration IPR, and
- Develop the Year 3 work plan.

These activities are arrayed in a Year 2 Gantt chart presented in Exhibit 12; each is summarized in the paragraphs which follow.

Revise the Long Range Research Plan. The revised research plan will describe research activities to be undertaken over the entire project to test the hypothesized analytic model and develop recommendations on family programs and policies that enhance family strength, retention, and readiness. The plan revision process will be based upon a refinement of the conceptual and analytic model stemming from Year 1 research activities. To this end, staff will gather and incorporate feedback on the draft research plan from both ARI and the Scientific Advisory Committee. The revised research program will be reviewed with the research area team leaders, ARI task scientists and the Scientific Advisory Committee to develop consensus on an optimal research strategy. The final research report will be delivered to ARI and the Scientific Advisory Committee.

Prepare and Disseminate AFRP Findings. This subtask will involve the communication of AFRP objectives, activities, and findings

Year 2 Schedule of Deliverables - Project Integration

Title	Content	Remarks	Initial Draft			Second Draft			Final Draft		
			Due (Delivered)	Comments Returned	ARI	Due (Delivered)	Comments Returned	ARI	Due (Delivered)	Comments Returned	ARI
<u>Project Integration Research Area: Contractual Deliverables</u>											
1. Year 2 IPR (0005AE)	Progress report on status and findings		N/A						0/12/00		N/A
2. RR 4: Year 2 Research Integration Report (0005AF)	Detailed summary of key findings from the review of existing literature, primary and secondary analyses of data, further descriptions of the refined conceptual model(s) and implications of further research.								11/12/00		
3. Work Plan for Year 3 (0005AQ)	Proposed products, research activities, and research strategy for Year 3								11/27/00		
<u>Project Integration Research Area: Additional Deliverables</u>											
1. RP 2: User's Summary Report on Retention or Family Adaptation	Eye-catching report summarizing what we know either about family factors and retention or about what the Army can do to support and promote strong Army families		10/15/00						12/15/00		
2. RR2: 1997 Annual Survey of Army Families: Analysis Report	Findings on Army spouses, families and services, AFAP issues and responses, relationships between spouses and the larger Army community		4/1/00						4/30/00		
3. Core Research Effort Sample Design	Outline of sample design for core research data collection, documentation of first and second stage selections, and specification of procedures for selecting third stage units		7/31/00								
4. Results of Army Family Research Program Field Test	Review of results of final field test for core research effort and recommendations for needed modifications to procedures or measures		11/27/00								N/A

Exhibit 11 (Continued)

Year 2 Schedule of Deliverables - Project Integration (Continued)

Title	Content	Remarks	Initial Draft			Second Draft			Final Draft		
			ARI	Comments	Due	ARI	Comments	Due	ARI	Comments	Due
			(Delivered)	Returned	(Delivered)	(Delivered)	Returned	(Delivered)	(Delivered)	Returned	(Delivered)
<u>Project Integration Research Area: Meetings and Symposia</u>											
1. Scientific Advisory Committee Meetings	Summary of biannual meetings of the Scientific Advisory Group to review overall project planning with ARI task scientists and by project personnel		3/27/88 11/27/88								
2. Briefing and Dissemination Support	Present/summarize knowledge gained on key military family issues	As needed									

Exhibit 12

Schedule for Year 2: Project Integration

SUBTASKS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
1. Revise research plan												
2. Disseminate AFRP findings												
3. Develop plan for project library												
4. Support Advisory Committees												
5. Prepare Year 2 Integration Reports												

Δ Draft
▲ Final

to various user audiences. To assist in this activity, staff will prepare a project briefing, consisting of a series of modular topics. Both graphic support materials and a suggested script will be developed. Staff will assist ARI, as needed, to summarize and present findings from the research on key military family issues. Briefings are anticipated for CFSC quarterly, CFRC biannually, and the Family Action Plan GOSC at least annually. Other potential audiences for occasional briefings include MACOM staff, the DoD Family Research Committee, other HQDA groups.

Also during Year 2, integration staff will complete a non-technical digest of what we know from the project's research on spouse employment, and initiate a digest on either on retention or on family adaptation. These two user summaries will be designed for installation program managers and their clientele. The Spouse Employment User Summary will be finalized in April 1988, and either the Retention User Summary or the Strong Family Guide is planned for the fall.

In addition to the briefings and User Summaries, a general plan will be developed for other methods of dissemination including symposia, conference presentations and topical articles to be written for various military publications so Army audiences can be made aware of project progress and findings.

Develop Plan for Maintaining Project Library. Staff are in the process of compiling a library of products of the Army Family Research Program. The Scientific Advisory Committee is supplementing the project's library with some recent literature germane to individual tasks and overall project needs. These additions will be available to the project team as needed throughout the project. Still to be determined is the relationship between the project library and that at MFRC; also to be determined is the extent to which literature will be abstracted and electronically stored.

Support the Project's Advisory Committees. Staff will coordinate planning for the project's internal steering committee and the Scientific Advisory Committee.

Prepare Year 2 Research Integration Report. This subtask involves the preparation of a technical summary of research findings and advances in methodology. It will summarize key findings from the

developmental activities including literature reviews, secondary analyses and exploratory interviews. It will highlight the analytic strategies developed including variable definition measurement and association. The integration report will synthesize what we know and illuminate what we need to know in the near term. The report will thus serve as the blueprint for further AFRP research.

Conduct Year 2 Integration IPR. This subtask involves the integration, preparation and dissemination of acquired knowledge to date to ARI. In addition to findings, both recent and planned activities and products will be addressed to promote communication and feedback between ARI and field researchers. The Year 2 IPR will be conducted in the Fall of 1988. Staff will incorporate the feedback into the Year 3 Work Plan.

Develop the Year 3 Work Plan. This activity will mark the end of the Year 2 effort and will establish a blueprint for research activities to be conducted in Year 3. The proposed research efforts will be based on information gained through Year 2 activities and any resultant revisions to the research model.

6.0 RESOURCE REQUIREMENTS AND RESPONSIBILITIES

To complete the presentation of the Year 2 plan, this section presents a summary of anticipated resource requirements and assignment of responsibilities for major project activities during Year 2.

6.1 Resource Requirements

An estimated 23.23 professional staff years (PSYs) will be required to carry out the Year 2 activities presented in this work plan. The allocation of this effort across major project tasks is presented in Exhibit 13.

As indicated in the introduction to this plan, these activities are part of a five year ARI research program, with the total level of effort estimated at 100 professional staff years. Agency planning assumptions call for this effort to be funded in equal installments, at approximately 20 professional staff years per year. Approval for this level of funding for Year 2 has recently been received from ARI. However, due to the intensive nature of activities required to plan for and carry out the core research effort, slightly higher than average levels of effort will be required in Years 2 and 3. Currently approved funding is estimated to be sufficient for activities scheduled for the first ten months (December 1987 - September 1988) of Year 2. Additional Year 2 funds will be necessary to carry out the planned activities scheduled for the final two months of Year 2 -- October and November 1988.

6.2 Responsibilities

Responsibilities for project activities will be assigned to a number of individuals during Year 2. A summary of these assignments is as follows.

6.2.1 Overall Project Management

Alvin Cruze will serve as overall project director, with appropriate administrative support provided by Elizabeth Martinez. Dennis Orthner, the project's Principal Scientist, and Jerry Croan, the Associate Director for Project Integration, will join Dr. Cruze on the overall management team. Overall management activities will be developed in conjunction with and reviewed by Dr. Paul Gade, the ARI COR and Dr. Bruce Bell, the ARI ACOR.

6.2.2 Family Adaptation

The family adaptation team is lead by Sharon Bishop, with Gary Bowen as the principal investigator. Responsibility for the completion of the developmental activities, including Technical Report 1, will be assigned to Gary Bowen. Responsibility for the initiation of activities for the relocation substudy will be assigned to Barbara Janofsky. David Blankenship will be responsible for activities related to initiating the installation leadership substudy. Melanie Styles and Cathy Stawarski will support all three efforts.

6.2.3 Retention

Dr. Cruze will serve as overall manager for retention research area activities, with Stu Rakoff providing conceptual inputs and Rose Etheridge responsible for day to day activities. Rose Etheridge will be responsible for completing Year 1 activities with the exception of the TPU Attritee Research Program Study, which will be lead by Bob Bray. Dr. Bray will also be responsible for preparation of the family factors and retention technical report. In addition to Dr. Bray, principal authors will include Stu Rakoff, Lisa Wood, Rose Etheridge, and Judy Holley. The family ACOL model will be estimated and documented by Paul Hogan and Matt Black. Lynn Adelman, Stu Rakoff, and Judy Holley will plan the intensive decisionmaking study.

6.2.4 Retention

Bob Sadacca has overall responsibility for research activities in the family factors and retention area. Mary Kralj will be responsible for selected tasks.

6.2.5 Spouse Employment

Janet Griffith is the director for the spouse employment research area. She will also be responsible for finalizing Year 1 activities, with appropriate support from Brad Schwartz and Barri Braddy, and for the analyses of the 1987 ASAF data. Brad Schwartz will be responsible for the secondary analyses related to spouse employment success. Dr. Griffith will lead the activities related to review of spouse employment programs and the development of a design for their evaluation. She will be assisted in these activities by Harriet Perrine and Barri Braddy.

Exhibit 13

Resource Requirements in Professional Staff Years (PSYs) for Year 2 Activities

<u>Research Areas</u>	<u>PSY</u>	<u>Percent</u>
Family Adaptation	2.75	11.8
Retention	2.95	12.7
Readiness	1.57	6.8
Spouse Employment	2.40	10.3
Data Collection		
Requirements/Instrumentation	3.20	13.8
Sampling	0.45	1.9
Project A/AFRP	0.60	2.6
AFRP Field Study	2.68	11.5
ASAF Analysis	0.62	2.7
Core Group and Integration	3.47	14.9
Management	<u>2.54</u>	<u>10.9</u>
TOTAL	23.23	100.0

6.2.6 Core Research Coordination Group

The Core Research Coordination Group is chaired by the project's Principal Scientist, Dennis Orthner. Other members include the ARI ACOR, Bruce Bell; David Blankenship for family adaptation; Rose Etheridge for retention; Mary Kralj for readiness; Janet Griffith for spouse employment; Judy Barokas for integration and administrative support; and Nick Holt for field operations.

6.2.7 Field Operations

Nick Holt will be responsible for the development of procedures and manuals for overall field operations. Responsibilities for development of specific components of survey instrumentation and for specific field operation manuals will be assigned to appropriate research area staff. In addition, Don Rogan will serve as a project consultant to support the development of research support requests and the subsequent negotiation of actual troop support with appropriate Army staff.

7.0 REFERENCES

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